

SY 13-14 SNP Application Renewals

Kentucky Department of Education Division of School and Community Nutrition

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May 2013



Today's Agenda

- ✓ Changes for SY 13-14
- √ Logging in to CNIPS
- ✓ Review of tabs and Program Years
- ✓ Renewal process steps
- ✓ CNIPS Resources for assisting the sponsor
- ✓ Your Program Consultant for NSLP Renewal Approval



Good News!

Most of your information from the 12-13 sponsor application rolls over into the 13-14 school year!!!

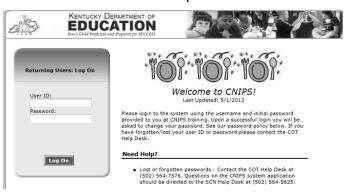


We should be happy about that!



Logging In

The Support Branch provides each sponsor with a user id and password. Please contact Mike Sullivan if you are a new user to CNIPS and need a user name and password.





Application

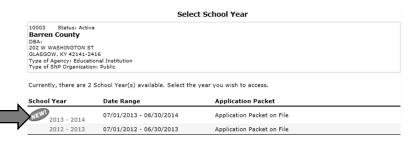
After logging into CNIPS choose Application>Application Packet from the menu





Program Year

Choose School Year 13-14 to work on the next year's application:





Enroll

Click 'Enroll' to enroll for SY 13-14.

The Sponsor has not started in the current year (2014).

Click 'Enroll' to enroll for this year based on your prior year's information.



...then click 'OK' to confirm you want to enroll



Renewal Process

All existing sponsors will have their information roll over into school year 2013-2014. The basic process shall be:

- Review the existing information. Update any new or changed information, including adding any new sites or closing sites.
- Certify the sponsor/site application.
- Submit new checklist items.
- Submit the application packet.



NSLP Renewal Application Packet

✓ Sponsor Application

2013 - 2014 Application Packet

Wayne County
DBA:
DBA:
DBA:
MONTECLIO, RY 42633-2762
MONTECLIO, RY 42633-2762
Type of SRIP Organization: Public

✓ Site

Application(s)

Site Application

 Action
 Form Name
 Latest Version
 Status

 View | Modify
 ➡ Sponsor Application
 Original
 Pending Validation

 Details
 Sithe Eligibility Option (CEO)
 Site Eligibility Missing

 Site Applications
 Approved
 Pending
 Return for Correction
 Denied
 Withdrawn / Closed
 Error Applications

 School Nutrition Program
 0
 5
 0
 0
 0
 5

 Scanless Summer Option
 0
 0
 0
 0
 0
 0

√ Checklist



Changes for SY 2013-2014

Only a few changes have been introduced for SY 2013-2014:

- Two additional checklist items
- Additional question item on verification method in sponsor application



Checklist Items



New checklist items for SY 2013-2014 include:

Procurement Certification and Indirect Costs Addenda.

Most of these checklist items are hyperlinks and available to print by simply clicking on the form. Forms can be completed, scanned to your desktop, and uploaded from there. Don't forget to check that you have submitted it and indicate the date.

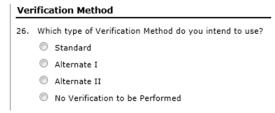
Required Forms/Documents to send to SCN		Document Submitted to SCN	Date Submitted to SCN	Document on File w/SCN
Statement of Authority for NSLP	0	•	04/05/2012	



Verification Method



- Select the verification method you wish to use.
- SCN will review and approve your selection.



Full CEO sponsors will not complete verification

 so they will mark 'No verification to be
 performed'



Review your info

Sponsor Application

- ✓ Review contact info and update as necessary
- ✓ Answer any items that don't roll over

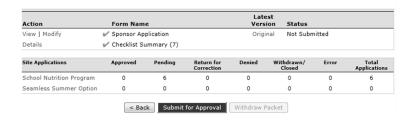
Site Application

✓ Answer any items that don't roll over



Ready to Submit?

✓ Green checkmarks signify you are ready to submit!





Now what did I forget...

Don't forget to...

- ✓ Update apps for any new contacts
- ✓ Contact SCN to consolidate any feeding sites if two or more schools eat in the same cafeteria
- ✓ Update feeding sites add new and close any old feeding sites
- ✓ Ask questions if you need help!



Deadline

Non-CEO Sponsors

SNP applications are due June 14

CEO Sponsors

SNP applications are due June 7



Help Resources for SNP Application

Sponsor User Manual – contains instructions and screenshots on what needs to be done.

Tip Sheet – What must be compiled beforehand to complete the application packet; reminders included for sponsor use

Frequently Asked Questions – simple document to communicate with sponsors on common questions and issues when encountered.

Location: http://education.ky.gov/federal/SCN/Pages/Online%20Reporting.aspx or click 'Need help?' on the CNIPS login page



Questions?

Please contact your assigned program consultant if you have any questions.

Thanks!